



2023 Non-Food Vendor Application

Black Arts & Cultural Festival

August 3, 4, & 5 | 5:00 - 8:00 p.m.

AT THE **PLAZA**

Thank you for your interest in the New York State Office of General Services (OGS) 2023 Black Arts & Cultural Festival vending program. OGS-sponsored events, such as the Summer at the Plaza Program, held on the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly.

The 2023 Black Arts & Cultural Festival will feature 3 event days each highlighting a unique program. Commercial and not-for-profit organizations are encouraged to apply to vend at one or more of the event dates. Note, that if you are vending ready-to-eat foods, please see the 2023 Black Arts & Cultural Festival Food vending application.

Load in for this event will be held from 2:00-4:30 p.m.

APPLICATION DEADLINE IS JULY 28, 2023

All applications that are submitted by the above listed deadline will be considered. Sending an application does not guarantee acceptance into the program.

Here is how it works:

- Fully executed applications will be accepted on a first come, first served basis.
- Vendors will be notified via email of their event participation.
- OGS reserves the right to extend deadlines.

Non-Food Vendors - The following products and/or services fall into this category*:

- Handmade or commercial products, fine arts, crafts, clothing, accessories, books, general merchandise
- Packaged, canned, jarred, or otherwise processed food products that are intended to be taken home for consumption
- Local, state, and federal agencies
- Community and religious groups
- Information and sales

***Strolling Vendors are prohibited at all Summer at the Plaza Events.**
Please see the complete list of Vendor Rules & Guidelines

For additional information please contact Nicholas DeBlois:

New York State Office of General Services, Convention & Cultural Events
Tel 518.486.3966 • nicholas.deblois@ogs.ny.gov



Vendor Application: 2023 Black Arts & Cultural Festival Non-Food Vendors

Instructions: Please complete the application by indicating the event(s) that you wish to participate in, along with the applicable fees on page two.

Business Information				
Business Name		Contact Name	Phone	Email
Business Address 1		How will the items you sell/distribute enhance the spirit and character of the event?		
Business Address 2				
City	State			
Vehicle & Driver Information				
Driver 1 Name (exactly as it appears on license)		Driver's License: Issued State & #		License Plate: Issued State & #
Driver 2 Name (exactly as it appears on license)		Driver's License: Issued State & #		License Plate: Issued State & #
Driver 3 Name (exactly as it appears on license)		Driver's License: Issued State & #		License Plate: Issued State & #
Usage Permit Agreement				
<p>The Usage Permit Agreement, including the completed Notary Page, photos of booth and signs and insurance requirements, is REQUIRED and must be attached with the Vendor Application.</p> <ul style="list-style-type: none">Download the Agreement: https://empirestateplaza.ny.gov/permit-agreementThe Agreement is not applicable for NYS Agencies.Vendors wishing to apply for an insurance waiver must meet the terms outlined in Item 12 of the Permit Agreement. <p><input type="checkbox"/> My permit agreement is already on file</p> <p><input type="checkbox"/> My permit agreement is included with this vendor application</p>		Please include any additional information or questions in the space below:		
Electrical Service: Power is NOT available for Kids Day on July 16.				
Electrical Service: Please provide the information below in order for electrical service to be provided at your booth.				
No Power Required			Note: It is your responsibility to provide a suitable lead for your set-up.	
110v Service (normal household plug) → Number of 110v 20 amp circuits required: _____			What is the length of your lead? _____ ft.	
220v Service (heavy duty commercial equipment) → 220v requirements: (amps/volts/phase) _____				

Continue to Options & Payment →



Options, Fees & Payment		
Day 1 Teen Night: August 3, 2023 Hours: 5:00 p.m. - 8:00 p.m. Load-in: 2:00 p.m. - 4:30 p.m.		
Commercial Vendors: 10-foot space	\$75	Total: \$
Commercial Vendors: Each additional 10 feet	Qty: x \$40	Total: \$
Non-profit & NYS Agency: 10-foot space	\$40	Total: \$
Day 2 Gospel Night: August 4, 2023 Hours: 5:00 p.m. - 8:00 p.m. Load-in: 2:00 p.m. - 4:30 p.m.		
Commercial Vendors: 10-foot space	\$75	Total: \$
Commercial Vendors: Each additional 10 feet	Qty: x \$40	Total: \$
Non-profit & NYS Agency: 10-foot space	\$40	Total: \$
Day 3 Concert Finale: August 5, 2023 Hours: 5:00 p.m. - 8:00 p.m. Load-in: 2:00 p.m. - 4:30 p.m.		
Commercial Vendors: 10-foot space	\$75	Total: \$
Commercial Vendors: Each additional 10 feet	Qty: x \$40	Total: \$
Non-profit & NYS Agency: 10-foot space	\$40	Total: \$
Buy All Three		
Commercial Vendors: 10-foot space	\$200	Total: \$
Commercial Vendors: Each additional 10 feet	Qty: x \$100	Total: \$
Non-profit & NYS Agency: 10-foot space	\$100	Total: \$
	Grand Total:	\$

Instructions: Return the completed Vendor Application with the following:

Payment in Full Any outstanding payment due to OGS may preclude participation. Payments may be made by check, money order or credit card and made payable to the NYS Office of General Services.

Proof of Not-for-Profit Status (if applicable)

Signed Usage Permit Agreement (if not already on file)

Please make checks or money orders payable to:

NYS Office of General Services

Return completed Vendor Application, Permit Agreement and Payment to:

Nicholas.Deblois@ogs.ny.gov



Credit Card Form

Instructions: To pay with your credit card, please complete and return this form with your application.

Card Information			
Card Type		Business Name	
AMEX	Discover	MasterCard	VISA
Cardholder First Name		Cardholder Last Name	
Credit Card Number (XXXX-XXXX-XXXX-XXXX)		Expiration Date	CVV2
			Billing Zip Code
Charge Authorization			
I hereby authorize the Office of General Services to charge the following amount for the event indicated below.			
Event Name		Authorized Amount	
		\$	
Name (Print)		Date	
Signature*			

*The signature section must be completed. Electronic signatures are not accepted.

For Office Use Only		
Invoice #	Program	Received By